



**DEPARTMENT OF THE NAVY**  
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1700  
Ser N9/23U576  
10 Oct 23

From: Commander, Navy Installations Command (N9)

Subj: NAVY CHILD AND YOUTH PROGRAMS PARENT FEE POLICY SCHOOL  
YEAR 2023-2024

Ref: (a) 10 U.S.C. 1793  
(b) DOD Instruction 6060.2 of 5 Aug 14, change 2  
(c) ASD (M&RA) Memorandum of 12 September 23  
(d) Executive Order 14095  
(e) OPNAV Instruction 1700.9E  
(f) Navy Child and Youth Program Parent Fees Standard

Encl: (1) Navy Child and Youth Programs School Year 2023-2024 Parent Fee Policy

1. Reference (a) requires the Department of Defense (DoD) to prescribe uniform fee regulations for Navy Child Development Centers (CDC), Family Child Care, and School-Age Care Programs. Fees are based on Total Family Income (TFI) and shall apply to all enrolled children. Per references (b) through (f), enclosure (1) provides the Navy Child and Youth Program (CYP) implementation of parent fees for DoD School Year (SY) 2023-2024. Navy implementation of DoD parent fees is required to be reported to DoD annually.

2. Investment in military childcare results in high-quality childcare programs while supporting the workforce with accessible childcare options. Parent fees have been adjusted, in alignment with reference (d) Executive Order 14095, "Increasing Access to High-Quality Care and Supporting Caregivers," signed April 18, 2023, to improve the affordability of childcare on military installations. Historically, patrons in the lower TFI categories have paid a higher percentage of their annual income for childcare. To provide greater equity and meet the intent of reference (d), the SY 2023-2024 fee policy adjusts the percentage of annual TFI paid for childcare fees to reduce the burden on lower income families. Childcare is essential and while an adjustment in fees is required, on average, DoD fees, even for the highest income category, remain lower than fees for community center-based care throughout the U.S.

3. Installation Commanding Officers have the sole discretion to grant case-by-case exceptions to an individual's fee or fee range based on hardship or other special circumstances. Detailed information regarding the process for individual fee exceptions can be found in reference (f).

4. The new DoD fees shall be published and made available to all parents no later than 31 October 2023 and implemented at all Navy installations operating CYPs on 1 January 2024 for all programs. Annual parent fee agreements, based on validated TFI, shall be signed by 15 December 2023.

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5. My point of contact is Mr. James Baker who may be reached at (901) 356-2086 or  
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By direction

Distribution:  
FF4A (N9, N92, N926)



# NAVY CHILD AND YOUTH PROGRAMS (CYP)

School Year 23-24

Parent Fee Policy

**CYP PARENT FEES STANDARD:** The [CYP Parent Fees Standard](#) prescribes the policies and operating procedures for calculating, collecting, and documenting DoD parent fees for Child Development Centers (CDC), Youth Programs (YP), Family Child Care (FCC) programs, and 24/7 Centers. The guidance in the *CYP Parent Fees Standard* is official Navy policy and must be followed by all CYP Professionals responsible for or assisting with parent fees. CYP Directors and Training Specialists are responsible for ensuring that Operations Clerks and individuals assigned parent fee duties are trained on the *CYP Parent Fees Standard*, available on the CYP E-Library.

**IMPLEMENTATION DATE:** Fees for SY23-24 are required to be implemented 1 January 2024 for all programs.

**PARENT PAYMENTS:** Parents must pay by recurring automatic payment, on [CYP Online Services](#), or in person using a credit card for CDCs, 24/7 Centers, School Age Care (SAC), and Youth Programs. Families must pay for services in advance. Operations Clerks must run the CYMS Activity Trial Balance Report and submit the report to the CYP Director the day after Military Payday Rate (MPR) payments are due on the 1<sup>st</sup> and 15<sup>th</sup> of each month, or Mondays for weekly billings. Parents must pay on CYP Online Services or in person with a credit card for hourly care services, Recreational Programs, Enrichment Programs, SAC hourly care during school closures, and SAC holiday camps and summer camps. FCC Providers are encouraged to accept online payments for parent fees, such as credit cards, electronic funds transfers, or bank to bank transfers.

**TOTAL FAMILY INCOME (TFI) FEE CATEGORIES:** The TFI fee categories for SY23-24 (refer to Table 1, below).

Table 1: TFI FEE CATEGORIES	
TFI Category	TFI
I	\$1 – \$45,000
II	\$45,001 – \$55,000
III	\$55,001 – \$65,000
IV	\$65,001 – \$77,500
V	\$77,501 – \$90,000
VI	\$90,001 – \$102,500
VII	\$102,501 – \$115,000
VIII	\$115,001 – \$130,000
IX	\$130,001 – \$145,000
X	\$145,001 – \$160,000
XI	\$160,001+
DoD Contractors and Specified Space Available Patrons (CONSA)	Regardless of TFI



## NAVY CHILD AND YOUTH PROGRAMS (CYP)

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### **TOTAL FAMILY INCOME VERIFICATION:**

TFI for all families enrolled in CYP must be verified no later than November 15, 2023. Each family must provide income documentation for verification using the October 2023 LES(s) of the Military Service member or DoD civilian employee. If applicable, their spouse's income and/or all adults who financially contribute to the welfare of the child must provide proof of income as well.

**Each family regardless of their income category, must provide income documentation. Families are not permitted to automatically elect to enroll in the highest fee category. Failure to provide the required documentation could result in denial of child care services.**

**DoD CONTRACTORS AND SPACE AVAILABLE FEES:** The Department of Defense has determined that DoD contractors and specified space available patrons are not eligible for subsidized fees within a CYP. Specified space available patrons include military retirees, deactivated reserve personnel, and other federal employees in all categories as indicated in the [Military Family Types and DoD Priorities](#) handout. **DoD contractors and specified space available patrons enrolling will pay the unsubsidized (CONSA) child care fee;** however, TFI documentation is still required. The actual TFI amount must be entered on the CYMS Financial Screen for accurate reporting. However, the billing amount will have to be changed to the unsubsidized CONSA category. Instructions for changing the billing amount in CYMS are available at <https://elibrary.cnic-n9portal.net/index.cfm/document-library/?id=29410>.

**Non-specified space available includes the following patrons. Fees for non-specified space available families are based on TFI.**

- Active duty military/active duty Coast Guard service members with non-working spouses
- DoD/Coast Guard civilian employees paid from APF and NAF with part-time working spouses, spouses seeking employment, non-working spouses, or student spouses
- Gold Star Spouses or Surviving Spouses who do not qualify for another Priority type
- Guard/Reserve members on active duty or inactive duty training status with non-working spouses.

**FULL-TIME PARENT FEES:** The Department of Defense has set fees for all CDCs, 24/7 Centers, contract operations, and subsidized Family Child Care spaces. All installations must use the MPR per income category shown in Table 2. Weekly rates are also shown should a program need to pro-rate fees.



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**Table 2: CDC Program Fees SY 2023 – 2024 (Basic Rate)**

CDC FULL-TIME				
Category	Weekly Rate		Military Payday Rate	
	1 <sup>st</sup> Child	2 <sup>nd</sup> Child	1 <sup>st</sup> Child	2 <sup>nd</sup> Child
I	\$54.00	\$43.00	\$117.00	\$94.00
II	\$61.00	\$49.00	\$132.00	\$106.00
III	\$74.00	\$59.00	\$160.00	\$128.00
IV	\$88.00	\$70.00	\$191.00	\$153.00
V	\$104.00	\$83.00	\$225.00	\$180.00
VI	\$121.00	\$97.00	\$262.00	\$210.00
VII	\$138.00	\$110.00	\$299.00	\$239.00
VIII	\$155.00	\$124.00	\$336.00	\$269.00
IX	\$175.00	\$140.00	\$379.00	\$303.00
X	\$195.00	\$156.00	\$423.00	\$338.00
XI	\$215.00	\$172.00	\$466.00	\$373.00
CONSA	\$340.00	N/A	\$737.00	N/A

**HIGH COST FEE AREAS:** High cost fees are authorized for use only in areas where it is necessary to pay higher wages to compete with local labor or at those installations where wages are affected by non-foreign cost of living allowances (COLA), post differential, or locality pay. CNIC (N9) has authorized the following installations to use high cost fees: 1) all Naval District Washington, 2) all Joint Region Marianas, 3) all Navy Region Hawaii, 4) EURAFCENT, 5) Navy Region Southwest (except for NAS Fallon), 6) all Navy Region Northwest, 7) Korea, 8) all Navy Region Japan, 9) NWS Earle, 10) NAVSTA Great Lakes, 11) SUBASE New London, 12) NAVSTA Newport, and 13) Portsmouth Naval Shipyard. Table 3 (High Cost), and Tables 7-9 (for SAC High Cost) shown below provide the authorized high cost fees by TFI Category.

**Table 3: CDC Program Fees SY 2023 – 2024 (High- Cost Rate)**

CDC Full-Time				
Category	Weekly Rate		Military Payday Rate	
	1 <sup>st</sup> Child	2 <sup>nd</sup> Child	1 <sup>st</sup> Child	2 <sup>nd</sup> Child
I	\$56.00	\$45.00	\$121.00	\$97.00
II	\$63.00	\$50.00	\$137.00	\$110.00
III	\$77.00	\$62.00	\$167.00	\$134.00
IV	\$91.00	\$73.00	\$197.00	\$158.00
V	\$108.00	\$86.00	\$234.00	\$187.00
VI	\$126.00	\$101.00	\$273.00	\$218.00
VII	\$143.00	\$114.00	\$310.00	\$248.00
VIII	\$161.00	\$129.00	\$349.00	\$279.00
IX	\$182.00	\$146.00	\$394.00	\$315.00
X	\$203.00	\$162.00	\$440.00	\$352.00
XI	\$224.00	\$179.00	\$485.00	\$388.00
CONSA	\$340.00	N/A	737.00	N/A



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**CDC PART-TIME PARENT FEES:** Programs who are authorized to offer part time programs are required to utilize the [Part-Time Program Fees Calculator](#) on the CYP E-library for assistance calculating part-time fees. Parents are required to pay for part-time services whether the hours are used or not. Part-time program fees for working parents are based on TFI rates and are calculated based on potential usage and the hourly MPR.

**FAMILY CHILD CARE (FCC) FULL-TIME PARENT FEES:** Parents using FCC full-time will pay the fees shown in Table 2 (basic cost locations) or Table 3 (high cost locations). However, the fees in Tables 2 and 3 for **Contractors and Specified Space Available patrons** using FCC do not apply. Contractors and Specified Space Available patrons will enter into private pay agreements with the Provider regarding fees. FCC fees are typically charged on a weekly basis, however, the Provider may choose to accept parent fees on a MPD or monthly basis. FCC Provider must specify in their parent/provider contract the frequency of payments. If an FCC Provider provides part-time care (e.g., before or afterschool) for a school-age child, the fees should match SAC parent fees charged at the installation (shown in Tables 4-5). The 20% multi-child rate discount still applies. To determine the monthly rate for FCC, multiply the MPD rate by 2.

**SAC PARENT FEES:** CNIC (N96) has established standard fees for all YPs, 24/7 Centers, and contract operations that provide services to school-age children. Standardized School Year (SY) and half-day kindergarten programs are annualized to reflect all holiday/school breaks, seasonal camps and school closure days (i.e., no extra fees are charged for school closure days or full-day camps operating during the school year). Families who choose not to attend week-long seasonal camps must take their authorized vacation discount or be charged the normal MPR parent fees.

Parents who are not enrolled in a School Age Care program option (Before School, After School, Before/After School care) using SAC **only** for partial week school closures during the school year will be charged the hourly rate of \$8. Families who require care during a school year seasonal camp and are not enrolled in a SAC school year component will be charged the SAC full time weekly rate according to TFI.

Programs must charge the standard fees for each type of care. All installations must use the fees per income category shown in Tables 4-6 (Basic) or Tables 7-9 (High Cost).



# NAVY CHILD AND YOUTH PROGRAMS (CYP)

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**Table 4: SAC Program Fees SY 2023 - 2024 (Basic Rate)**

Category	Before Care Only				After Care Only				Before & After Care			
	Weekly Rate		Military Payday Rate		Weekly Rate		Military Payday Rate		Weekly Rate		Military Payday Rate	
	1 <sup>st</sup> Child	2 <sup>nd</sup> Child	1 <sup>st</sup> Child	2 <sup>nd</sup> Child	1 <sup>st</sup> Child	2 <sup>nd</sup> Child	1 <sup>st</sup> Child	2 <sup>nd</sup> Child	1 <sup>st</sup> Child	2 <sup>nd</sup> Child	1 <sup>st</sup> Child	2 <sup>nd</sup> Child
I	\$13	\$10	\$28	\$22	\$24	\$19	\$51	\$41	\$37	\$29	\$79	\$63
II	\$15	\$12	\$32	\$26	\$27	\$22	\$58	\$46	\$42	\$34	\$90	\$72
III	\$18	\$14	\$38	\$30	\$33	\$26	\$71	\$57	\$51	\$40	\$109	\$87
IV	\$21	\$17	\$46	\$37	\$39	\$31	\$84	\$67	\$60	\$48	\$130	\$104
V	\$25	\$20	\$54	\$43	\$46	\$37	\$99	\$79	\$71	\$57	\$153	\$122
VI	\$29	\$23	\$63	\$50	\$53	\$42	\$115	\$92	\$82	\$65	\$178	\$142
VII	\$33	\$26	\$72	\$58	\$61	\$49	\$132	\$106	\$94	\$75	\$204	\$164
VIII	\$37	\$30	\$81	\$65	\$68	\$54	\$148	\$118	\$105	\$84	\$229	\$183
IX	\$42	\$34	\$91	\$73	\$77	\$62	\$167	\$134	\$119	\$96	\$258	\$207
X	\$47	\$38	\$101	\$81	\$86	\$69	\$186	\$149	\$133	\$107	\$287	\$230
XI	\$52	\$42	\$112	\$90	\$95	\$76	\$205	\$164	\$147	\$118	\$317	\$254
CONSA	\$82	N/A	\$177	N/A	\$150	N/A	\$324	N/A	\$232	N/A	\$501	N/A

**Table 5: SAC Program Fees SY 2023 – 2024 (Basic Rate)**

Summer Camp				
Category	Weekly Rate		Military Payday Rate	
	1 <sup>st</sup> Child	2 <sup>nd</sup> Child	1 <sup>st</sup> Child	2 <sup>nd</sup> Child
I	\$54.00	\$43.00	\$117.00	\$94.00
II	\$61.00	\$49.00	\$132.00	\$106.00
III	\$74.00	\$59.00	\$160.00	\$128.00
IV	\$88.00	\$70.00	\$191.00	\$153.00
V	\$104.00	\$83.00	\$225.00	\$180.00
VI	\$121.00	\$97.00	\$262.00	\$210.00
VII	\$138.00	\$110.00	\$299.00	\$239.00
VIII	\$155.00	\$124.00	\$336.00	\$269.00
IX	\$175.00	\$140.00	\$379.00	\$303.00
X	\$195.00	\$156.00	\$423.00	\$338.00
XI	\$215.00	\$172.00	\$466.00	\$373.00
CONSA	\$340.00	N/A	\$737.00	N/A



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**Table 6: SAC Kinder Program Fees SY 2023 - 2024 (Basic Rate)**

Category	Before Care Only				After Care Only				Before & After Care			
	Weekly Rate		Military Payday Rate		Weekly Rate		Military Payday Rate		Weekly Rate		Military Payday Rate	
	1 <sup>st</sup> Child	2 <sup>nd</sup> Child	1 <sup>st</sup> Child	2 <sup>nd</sup> Child	1 <sup>st</sup> Child	2 <sup>nd</sup> Child	1 <sup>st</sup> Child	2 <sup>nd</sup> Child	1 <sup>st</sup> Child	2 <sup>nd</sup> Child	1 <sup>st</sup> Child	2 <sup>nd</sup> Child
I	\$27	\$22	\$59	\$47	\$38	\$30	\$82	\$66	\$48	\$38	\$103	\$82
II	\$31	\$25	\$66	\$53	\$43	\$34	\$93	\$74	\$54	\$43	\$116	\$93
III	\$37	\$30	\$80	\$64	\$52	\$42	\$112	\$90	\$65	\$52	\$141	\$113
IV	\$44	\$35	\$95	\$76	\$62	\$50	\$133	\$106	\$77	\$62	\$168	\$134
V	\$52	\$42	\$113	\$90	\$73	\$58	\$158	\$126	\$92	\$74	\$198	\$158
VI	\$61	\$49	\$131	\$105	\$85	\$68	\$184	\$147	\$106	\$85	\$231	\$185
VII	\$69	\$55	\$150	\$120	\$97	\$78	\$209	\$167	\$121	\$97	\$263	\$210
VIII	\$78	\$62	\$168	\$134	\$109	\$87	\$235	\$188	\$136	\$109	\$296	\$237
IX	\$88	\$70	\$190	\$152	\$123	\$98	\$265	\$212	\$154	\$123	\$334	\$267
X	\$98	\$78	\$211	\$169	\$137	\$110	\$296	\$237	\$172	\$138	\$372	\$298
XI	\$108	\$86	\$233	\$186	\$151	\$121	\$326	\$261	\$189	\$151	\$410	\$328
CONSA	\$170	N/A	\$368	N/A	\$238	N/A	\$516	N/A	\$299	N/A	\$648	N/A

**Table 7: SAC Program Fees SY 2023 - 2024 (High-Cost Rate)**

Category	Before Care Only				After Care Only				Before & After Care			
	Weekly Rate		Military Payday Rate		Weekly Rate		Military Payday Rate		Weekly Rate		Military Payday Rate	
	1 <sup>st</sup> Child	2 <sup>nd</sup> Child	1 <sup>st</sup> Child	2 <sup>nd</sup> Child	1 <sup>st</sup> Child	2 <sup>nd</sup> Child	1 <sup>st</sup> Child	2 <sup>nd</sup> Child	1 <sup>st</sup> Child	2 <sup>nd</sup> Child	1 <sup>st</sup> Child	2 <sup>nd</sup> Child
I	\$13	\$10	\$29	\$23	\$25	\$20	\$53	\$42	\$38	\$30	\$82	\$65
II	\$15	\$12	\$33	\$26	\$38	\$22	\$60	\$48	\$53	\$34	\$93	\$74
III	\$18	\$14	\$40	\$32	\$34	\$27	\$73	\$58	\$52	\$41	\$113	\$90
IV	\$22	\$18	\$47	\$38	\$40	\$32	\$87	\$70	\$62	\$50	\$134	\$108
V	\$26	\$21	\$56	\$45	\$48	\$38	\$103	\$82	\$74	\$59	\$159	\$127
VI	\$30	\$24	\$66	\$53	\$55	\$44	\$120	\$96	\$85	\$68	\$186	\$149
VII	\$34	\$27	\$74	\$59	\$63	\$50	\$136	\$109	\$97	\$77	\$210	\$168
VIII	\$39	\$31	\$84	\$67	\$71	\$57	\$153	\$122	\$110	\$88	\$237	\$189
IX	\$44	\$35	\$95	\$76	\$80	\$64	\$174	\$139	\$124	\$99	\$269	\$215
X	\$49	\$39	\$106	\$85	\$89	\$71	\$194	\$155	\$138	\$110	\$300	\$240
XI	\$54	\$43	\$116	\$93	\$99	\$79	\$214	\$171	\$153	\$122	\$330	\$264
CONSA	\$82	N/A	\$177	N/A	\$150	N/A	\$324	N/A	\$232	N/A	\$501	N/A





## NAVY CHILD AND YOUTH PROGRAMS (CYP)

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**Table 8: SAC Program Fees SY 2023 – 2024 (High-Cost Rate)**

Table 8: SAC Program Fees SY 2023 – 2024 (High-Cost Rate)				
Summer Camp				
Category	Weekly Rate		Military Payday Rate	
	1 <sup>st</sup> Child	2 <sup>nd</sup> Child	1 <sup>st</sup> Child	2 <sup>nd</sup> Child
I	\$56.00	\$45.00	\$121.00	\$97.00
II	\$63.00	\$50.00	\$137.00	\$110.00
III	\$77.00	\$62.00	\$167.00	\$134.00
IV	\$91.00	\$73.00	\$197.00	\$158.00
V	\$108.00	\$86.00	\$234.00	\$187.00
VI	\$126.00	\$101.00	\$273.00	\$218.00
VII	\$143.00	\$114.00	\$310.00	\$248.00
VIII	\$161.00	\$129.00	\$349.00	\$279.00
IX	\$182.00	\$146.00	\$394.00	\$315.00
X	\$203.00	\$162.00	\$440.00	\$352.00
XI	\$224.00	\$179.00	\$485.00	\$388.00
CONSA	\$340.00	N/A	737.00	N/A

**Table 9: SAC Kinder Program Fees SY 2023 - 2024 (High-Cost Rate)**

Table 9: SAC Kinder Program Fees SY 2023 - 2024 (High-Cost Rate)													
Category	Before Care Only				After Care Only				Before & After Care				
	Weekly Rate		Military Payday Rate		Weekly Rate		Military Payday Rate		Weekly Rate		Military Payday Rate		
	1 <sup>st</sup> Child	2 <sup>nd</sup> Child	1 <sup>st</sup> Child	2 <sup>nd</sup> Child	1 <sup>st</sup> Child	2 <sup>nd</sup> Child	1 <sup>st</sup> Child	2 <sup>nd</sup> Child	1 <sup>st</sup> Child	2 <sup>nd</sup> Child	1 <sup>st</sup> Child	2 <sup>nd</sup> Child	
I	\$28	\$22	\$61	\$49	\$39	\$31	\$85	\$68	\$49	\$39	\$107	\$86	
II	\$32	\$26	\$68	\$54	\$44	\$35	\$96	\$77	\$55	\$44	\$120	\$96	
III	\$39	\$31	\$83	\$66	\$54	\$43	\$117	\$94	\$68	\$54	\$147	\$118	
IV	\$46	\$37	\$99	\$79	\$64	\$51	\$138	\$110	\$80	\$64	\$174	\$139	
V	\$54	\$43	\$117	\$94	\$76	\$61	\$164	\$131	\$95	\$76	\$206	\$165	
VI	\$63	\$50	\$137	\$110	\$88	\$70	\$191	\$153	\$111	\$89	\$240	\$192	
VII	\$72	\$58	\$155	\$124	\$100	\$80	\$217	\$174	\$126	\$101	\$273	\$218	
VIII	\$81	\$65	\$174	\$139	\$113	\$90	\$244	\$195	\$142	\$114	\$307	\$246	
IX	\$91	\$73	\$197	\$158	\$127	\$102	\$276	\$221	\$160	\$128	\$347	\$278	
X	\$102	\$82	\$220	\$176	\$142	\$114	\$308	\$246	\$179	\$143	\$387	\$310	
XI	\$112	\$90	\$243	\$194	\$157	\$126	\$340	\$272	\$197	\$158	\$427	\$342	
CONSA	\$170	N/A	\$368	N/A	\$238	N/A	\$516	N/A	\$299	N/A	\$648	N/A	

**YOUTH RECREATION FEES:** Youth recreation program and activities are required to be offered at a reasonable cost or free when possible. The CYP Parent Fees Standard defines “at a reasonable cost or free” and gives guidance for each YP program. Annual membership or registration fees are **not authorized**.

**YOUTH SPORTS FEES:** All parents enrolling in an on-base Youth Sports and Fitness (YSF) program will pay \$60 per youth per league based sports program. This includes enrollment in a sports season, a T-shirt or jersey, and an end-of-season award. There is no standard fee at this time for sports offered in camps or clinic format, but programs may not exceed \$60 per youth per



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camp or clinic. CYPs offering Start Smart must charge families \$25/child per session.

Fees for instructional community classes (e.g., ballet, karate) may not exceed the cost of instruction per youth. The goal of an instructional class is not to make a profit; however, programs should cover the costs of the instruction to include both labor and all non-labor costs (materials and equipment) required for the class.

**HOURLY CARE RATE:** CDCs, 24/7 Centers, and SAC programs must offer hourly care. All parents are charged \$8 per child per hour (or any portion of an hour) for hourly care, regardless of TFI category. As with full time care, families must pay for hourly care services in advance of care being provided. FCC Providers should be encouraged to offer hourly care. Providers offering hourly care may enter into private pay agreements with families based on agreed-upon fees; FCC Providers are not required to charge the hourly care rate set in this policy letter.

**SUPPLEMENTAL PART-DAY ENRICHMENT PROGRAMS:** Supplemental programs include part-day enrichment programs, which enroll on a first come, first served basis, and do not follow priority consideration. Fees are not based on TFI and are paid on a semimonthly basis. Part-day enrichment fees are based on the hourly rate of \$8 per hour. More information on how to calculate these fees can be found in the *CYP Parent Fees Standard*. FCC programs may offer part-day enrichment and are authorized to set their own hourly rates and enter into private pay agreements with families.

**REQUIRED PARENT FEE DISCOUNTS AND FEE ADJUSTMENTS:** Programs must offer and track through CYMS the discounts and fee adjustments listed below. For some discounts, programs must use the [CYP Discount Fee Calculator](#) to determine correct discount amounts when applying those discounts to household accounts. Refer to the *CYP Parent Fees Standard* for additional information and requirements for each discount listed below.

- ▶ Vacation Discount
- ▶ 30-Day Notice Withdrawal Discount
- ▶ Last Week of Summer Camp Discount
- ▶ Combat Related Wounded Warrior Discount
- ▶ Ombudsman Discount
- ▶ Family Engagement Program Discount
- ▶ Hardship Fee Adjustment
- ▶ Respite Care Discount
- ▶ CYP Employee Discount

Programs are not authorized to discount fees due to illness, federal holidays, or scheduled center closings (e.g., typical snow day, teacher in-service days, etc.). **Programs are required to request authorization from CNIC (N96) to prorate parent fees for situations that result from program closures due to natural disasters, severe weather (e.g., hurricane, mass flooding, etc.), and emergent installation requirements.**



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Parent Fee Policy

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**CYP IN-SERVICE TRAINING DAYS:** With Command approval, Installations are authorized to close programs up to (2) two full days per calendar year in order to conduct in-service training in order to meet CYP training requirements. Two half-days are considered the two-day maximum authorization. Email notification to CNIC N96 is required for planned in-service days. Command approved in-service training days must be communicated to families and a minimum of 90 day notice to families is required to include communication reminders of the pending closure. Whenever possible, installations are encouraged to include the dates for in-service in the Parent Fee Letter provided to families. Additionally, programs may NOT charge parent fees during the scheduled program closures and are required to prorate the fees for that specific billing cycle by using the "Prorate Process" in CYMS for all program enrollments. For programs who elect implementing two half-day in-service days, fees should be prorated by using the LAST half-day as an entire day using the prorate process. Programs should contact their regional CYMS POC or HQ for support as needed.

**PARENT FEE COMMUNICATION:** The following CYP related parent fee documents are available on the CYP E-Library.

- ▶ **CYP Parent Fee Letter Template:** CNIC (N96) releases the [CYP Parent Fee Letter Template](#) annually. This template is available on the CYP E-Library and includes fee information for CDC, SAC, 24/7 Centers and subsidized FCC programs for children birth through age 12. The template is designed to allow installations to tailor the information to reflect the fees at their locations. The template provided reflects the standardized basic fees; programs are required to update the template based on the fees and programs offered at their respective installations.
- ▶ **Parent Fee Policy Frequently Asked Questions (FAQs):** CNIC (N96) releases the [Parent Fee Policy FAQs](#) annually, available on the CYP E-Library. This document must be provided to parents along with the annual Parent Fee Letter.
- ▶ **Notification for Civilian Sponsors:** *The Notification for Civilian Sponsors Utilizing Department of Defense Subsidized Child Development Programs During Tax Year 2024* must be provided to all civilians using CYP services. Installations will be notified when this document is published on the CYP E-Library for Tax Year 2024. DoD civilian employee sponsors with children enrolled in DoD subsidized child care programs are subject to the requirements of *Internal Revenue Code* (IRC), Title 26, United States Code, Section 61 and Title 26, Code of Federal Regulations, section 1.61-1. The IRC requires that child care subsidies generally be treated as cash income in addition to normal earnings.

Each civilian sponsor must register with the Third-Party Administrator (TPA) contracted by DoD to administer the Defense civilian child care subsidy program. This notification does not apply to and should not be given to active duty service members; they receive an exclusion from taxes for benefits under dependent care assistance programs in the Military Family Tax Relief Act.

- ▶ **BAH RC/T Chart:** Since the BAH RC/T chart is based on the calendar year, programs will use the 2023 BAH RC/T Chart for enrollments until December 31, 2023. The 2024 BAH RC/T chart shall be used for families enrolling on or after January 1, 2024. The current chart is available at <https://elibrary.cnic-n9portal.net/index.cfm/document-library/?id=716>. More information can be obtained on BAH at: <http://www.defensetravel.dod.mil/perdiem/>.